

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY**
2 **ARCHITECTURAL REVIEW COMMISSION MEETING**
3 **Thursday, May 28, 2020**

4 **6:00 p.m.**

5 **Meeting Held Electronically, without a Physical Location Due to the Current Covid-19**
6 **Pandemic and as Authorized by the Governor’s Executive Order dated 18 March 2020**

7
8 **Members Present:** Commissioner Adam Breen, Commissioner Neils Valentiner,
9 Commissioner Steve Harman, Commissioner Robyn Taylor-Granda

10
11 **Staff Present:** Senior Planner Matt Taylor, Deputy Recorder Heather Sundquist,
12 Associate Planner and Sustainability Analyst Samantha DeSeelhorst

13
14 **BUSINESS MEETING**

15
16 Commissioner Neils Valentiner called the meeting to order at approximately 6:11 p.m.

17
18 **1.0 Welcome and Acknowledgements.**

19
20 **1.1 Ex-Parte Communications or Conflicts of Interest to Disclose.**

21
22 There were no ex-parte communications or conflicts of interest to disclose.

23
24 **2.0 Discussion Items**

25
26 **2.1 (Project CUP-18-003) Action on a Request by Image Sign and Lighting, LLC**
27 **for a Revised Certificate of Design Compliance for New Wall Signs at 6686**
28 **South Highland Drive. (Trilogy Medical Center).**

29
30 Associate Planner and Sustainability Analyst, Samantha DeSeelhorst presented the staff report and
31 stated that the request is from Image Sign and Lighting, LLC for a revised Certificate of Design
32 Compliance for new wall signs at Trilogy Medical Center located at 6686 South Highland Drive.

33
34 Ms. DeSeelhorst provided visual representations of what was originally approved in May 2019 by
35 the Architectural Review Commission (“ARC”) for the building signage and the applicant’s
36 current proposal. The applicant is no longer proposing a “Trilogy” sign, but rather two tenant-
37 specific signs for “22 Plastic Surgery” and “City Society.” The subject property is in a Residential
38 Office Zone where sign standards are quite restrictive. The property is also in a Gateway Overlay
39 District, where the sign standards defer to those approved in the design guidelines.
40 Ms. DeSeelhorst explained that if there is a conflict between the design guidelines and the
41 underlying zone, the design guidelines apply. She explained that the proposed signage is
42 consistent with the design guidelines. She referred to a similar nearby project for which the ARC
43 issued a Certificate of Design Compliance. Staff recommended approval of the request.

1 **MOTION:** Commissioner Harman moved to issue a revised Certificate of Design Compliance
2 for project CUP-18-003 with no additional conditions. Commissioner Breen seconded the motion.
3 The motion passed with the unanimous consent of the Commission.
4

5 **2.2 (Project PDD-19-001) Recommendation to the Planning Commission on a**
6 **Request by Wasatch Rock, LLC on Design Guidelines for the Planned**
7 **Development District Preliminary Plan and Rezone Application of**
8 **approximately 21.7 Acres at 6695 South Wasatch Boulevard.**
9

10 City Planner, Matt Taylor presented the staff report and reminded the Commission that the project
11 received a Certificate of Design Compliance from the ARC at the April meeting. The request
12 involves the northern 150 acres of the gravel pit redevelopment being prepared by Wasatch Rock,
13 LLC. Staff hoped to receive ARC approval of project-specific supplemental architectural Design
14 Guidelines before seeking preliminary approval with the Planning Commission. Mr. Taylor
15 reported that the applicant submitted a “draft” of the requested Design Guidelines. He asked for
16 review, feedback, and approval to ensure that they will be sufficient for future review of each phase
17 of the development.
18

19 Mr. Taylor summarized the various proposed elements of the Design Guidelines. He explained
20 the Guidelines were labeled as drafts because there may be minor changes prior to the Planning
21 Commission and City Council review. Mr. Taylor highlighted the documents for signage, lighting,
22 and design themes. The applicant was present and described the importance of theme guidelines
23 and the use of images, as discussed at previous meetings.
24

25 Commissioner Valentiner expressed concern that the buildings reflected in the site plan are square
26 and plain in shape, which the ARC hoped to avoid. The applicant stated changes were made since
27 the site plan draft was prepared. Having the Design Guidelines in place would help differentiate
28 the buildings and establish a theme. The applicant stated that the guidelines are intended to be
29 fairly broad and used as a baseline for understanding the overall vision during future phases of
30 development.
31

32 The use of screening to cover the parking garage was intended to maintain consistency with the
33 greenery of the mountain. It was proposed that the matter be addressed in the Design Guidelines.
34 It was also recommended that environment appropriate landscaping be added to the Design
35 Guidelines to maintain a mountain village theme. Mr. Taylor stated that language could be added
36 to the Guidelines to reflect these ideas.
37

38 **MOTION:** Commissioner Breen moved to incorporate the Design Theme and Architectural
39 Standard Guidelines including both the written statement and the photos into the application, with
40 the addition of verbiage to incorporate screening and mountain landscaping. Commissioner
41 Harman seconded the motion. The motion passed with the unanimous consent of the Commission.
42

1 **2.3 (Project STA-20-001) Discussion and Feedback on a Proposed Ordinance**
2 **Amending Chapter 19.44 – “Shade Trees”, and Amending Various Other**
3 **Provisions in Title 14 – “Highways, Sidewalks, and Public Places” Relative to**
4 **Adopting Additional Standards Regarding Trees and Park Strips.**
5

6 Mr. Taylor presented the staff report and reported that the proposed ordinance was drafted in
7 response to a request from the City Council to investigate trees in the City. He explained that a
8 large part of the City’s influence over trees comes from rights-of-way and park strips, as well as
9 the redevelopment or new development of property. The overall goal is to create an urban forest
10 throughout the City. Mr. Taylor explained that the ARC will potentially be involved in the review
11 process for new development where trees exist. If there are significant trees and vegetation that
12 staff decides should remain, the Commission could review the issue. Mr. Taylor explained that
13 staff hoped to receive significant feedback from the Commission on the matter.
14

15 Mr. Taylor reviewed the many benefits of an urban forest and shared photos of undesirable park
16 strips from another community. He explained that with the City’s strong sustainability initiative,
17 the intent is to preserve and increase tree cover. He noted that this will be a partnership between
18 the City and residents.
19

20 Mr. Taylor addressed the possibility of creating a City Forester role. He explained that this would
21 not necessarily begin as a budgeted position but could become one in the future if urban forestry
22 becomes a priority.
23

24 Mr. Taylor reported that the ordinance defines the responsibilities of the City. The intent is not to
25 be too overly prescriptive but provide guidelines that provide freedom and flexibility to residents
26 and allow them to do what they want too with a park strip in front of their home. He reported that
27 the ordinance does include choices that are prohibited. It includes a tree selection guide and a
28 shortlist of prohibited trees.
29

30 Mr. Taylor clarified that these standards only apply if someone is changing the current condition
31 of the park strip or with redevelopment or new development of property. The ordinance is not
32 retroactive. Mr. Taylor stated that aerial photography will be used to determine compliance issues.
33

34 Mr. Taylor provided specifics regarding park strip design standards and reemphasized the idea of
35 flexibility. He explained that softscape is allowed, as well as some permeable hardscape. He noted
36 that the ordinance prohibits impervious hardscape and provides different standards for park strips
37 measuring less than five feet.
38

39 Mr. Taylor reported that the ARC is involved in the requirements and guidelines for tree
40 preservation. The ordinance allows the Commission to review the appropriateness of trees
41 identified for removal. Mr. Taylor asked for feedback on this concept. Members of the
42 Commission expressed a willingness to be involved in the process of reviewing a staff decision
43 upon request.
44

45 **MOTION:** Commissioner Taylor-Granda moved to recommend that the ARC accept the proposed
46 Ordinance amending Chapter 19.44-03 for Shade Trees and amending various other provisions in

1 Title 14. Additionally, staff can address issues and pass them onto the Commission as needed.
2 Commissioner Breen seconded the motion. The motion passed with the unanimous consent of the
3 Commission.

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5 **3.0 Consent Agenda**

6
7 **3.1 Approval of Minutes for May 28, 2020.**

8
9 *Commissioner Harman moved to approve the minutes for May 28, 2020, as presented.*
10 *Commissioner Breen seconded the motion. The motion passed with the unanimous consent of*
11 *the Commission.*

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13 **4.0 Adjournment**

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15 *Commissioner Taylor-Granda moved to adjourn. The motion was seconded by Commissioner*
16 *Valentiner. The motion passed with the unanimous consent of the Commission.*

17
18 The Architectural Review Commission Meeting adjourned at approximately 7:22 p.m.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the*
2 *Cottonwood Heights Architectural Review Commission Meeting held Thursday, May 28, 2020.*
3
4

5 Teri Forbes

6 Teri Forbes

7 T Forbes Group

8 Minutes Secretary

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10 Minutes Approved: June 12, 2020